

Trustees of Lunenburg Public Library
May 10, 2012
Meeting called to order at 6:47 pm

Attending: Noelle Bodkin, Lisa Krowitz, Dick Mailloux, Jeanne Raboin, Amy Sadkin, Len Smetana, John Mara

Absent: Kathy Murray

Public comment - None

How to Move Forward with the Resignation of the Library Director

- Library Director submitted her Letter of Resignation at the April 26, 2012 LBOT meeting. She requested that her last date of service be May 24, 2012. The Board was concerned about Amy leaving before the transition from CWMARS to Evergreen was completed. Amy indicated that the staff has been attending webinars on Evergreen. Amy indicated that Jen offered to come in on Memorial Day to check the Evergreen system. According to Amy, the entire staff will receive a notice when the Evergreen transition is completed, which is expected to happen on Tuesday May 29th.
- John Mara made a motion to accept Amy's resignation as of Friday June 1; seconded by Len Smetana, unanimous approval, except for Kathy Murray who was absent.
- Amy met with the staff to discuss the transfer of her responsibilities until an Interim Director has been contracted.
- Patty Dupont will take over scheduling, she will be the point person for the building, she will continue to do payroll, and she will continue to be the lead on cataloguing.
- Sherri Freeman will take over the bills. Jen transferred the Excel files related to billing from Amy's computer to Sherri's computer.
- Jen will be the contact person for Evergreen. She will maintain the alarm codes for the building, phone codes, and email access.
- Remaining Staff will increase desk hours to help out so Patty, Sherri, and Jen can take on Amy's responsibilities. Jillian will work until mid to end of August and then will leave for college.
- Jeanne Raboin, Chair of the LBOT, will be the emergency contact, will sign payroll every 2 weeks and sign bills every week.
- John Mara will update the Excel files with the staff hours from Patty and bills from Sherri.
- Amy will download fine information from current CWMARS prior to Friday May 25th, the start of the Evergreen transition. She will also move all the files from her desktop to a thumb drive and/or the hard drive. Amy will give keys to the building, the petty cash, and file cabinet to Jeanne. Amy will give her set of keys to Patty on her last day of service.
- John Mara asked Amy to complete the employees FY12 Evaluations, but Amy did not feel that she could be objective enough to complete the evaluations. She indicated that the FY11 Evaluations were completed in March or April of 2010.

Interim Director Discussion

- Amy presented information on BiblioTemps, which is an employment service of MLS that provides short-term placements for library staff. Kelly Jo Woodside is the contact for BiblioTemps.
- John Mara made a motion that We as the LBOT authorize the Chair to contract with BiblioTemps to hire an Interim Director (with date to be decided) that is a certified librarian with experience and to request that BiblioTemps provide names and resumes for discussion prior to the May 17th meeting, if possible; seconded by Dick Mailloux; unanimous approval, except for Kathy Murray who was absent.
- John Mara made a motion to transfer \$5600 from account line item #521025 (Heating Charges) and line item 521011 (Electricity Charges) to line item #531003 (Contracted Services) for purposes of hiring an Interim Director; seconded by Dick Mailloux; unanimous approval, except for Kathy Murray who was absent.

Library Director Search Discussion

- The process should take at least 8 weeks from Ad to Hire
 - Obtain Interim Library Director within 2-3 weeks, trying for 1st week of June

- Develop Library Director Ad
- Post at various library search locations
- Receive applications and resumes
- Screen the applicants
- Setup interviews
- Final acceptance from proposed Director and LBOT
- John will send the Job descriptions for the Library Director and search for the notes from the previous Library Director search 6 years ago.
- Amy will review her job description and update the description based on her current responsibilities.
- John indicated that the process for the new Library Director falls under the Open Meeting Law; however, if 1 candidate asks for discussions to be confidential then all discussions will be in Closed Sessions, but the interviews must be in Open Sessions.
- The Board will consider asking one library staff member and one member of the Friends to be part of the selection process.

Other

- John Mara will not be at the next meeting, which is scheduled for May 17, 2012 at 6:45 pm
- John Mara made a motion to end the meeting at 8:43 pm; seconded by Dick Mailloux; unanimous approval, except for Kathy Murray who was absent.

Respectfully submitted,
 Lisa Krowitz
 Secretary, Trustees of Lunenburg Public Library